



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 07/14/2021 Current Slot No.: T007
 Department Name: County Court-At-Law No.1 Current Position Title: _____
 Department No.: 021 - 001 Requested Position Title: Assistant Court Coordinator (CC)

REQUEST FOR: New Position Temporary Position* Position Reclassification Other _____

SALARY REQUEST:	<u>\$0.00</u>	<u>\$47,300.00</u>	<u>\$47,300.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$47,300.00</u>	<u>\$15,463.00</u>	

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other _____

POSITION TYPE: Full Time Regular Object Code 113 Part Time Regular Object Code 114
 Full Time Temporary Object Code 121 Part Time Temporary Object Code 122

CIVIL SERVICE: Exempt Non-Exempt **FLSA:** Exempt Non-Exempt

*** TEMPORARY POSITIONS:**

<u>9/7/21</u>	<u>08/23/2021</u>	<u>12/31/2021</u>	<u>8-5</u>	<u>40</u>	<u>19-17</u>
Start Date	End Date		Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$47,300.00</u>			Hourly Rate <u>\$ 22.7404</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate					
<u>17</u>	<u>19</u>	<u>40</u>	<u>680-760</u>	<u>\$ 22.7404</u>	<u>\$17,282.00</u>
No. of Weeks	x	Hours per Week	= Total Hours	x	Hourly Rate = Budgeted Salary

JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

Current Court Coordinator is leaving and need this transitional time for training purposes.

Department Head

Department of Human Resources

Department of Budget & Management

7/15/2021
Date

8/31/21
Date

08/22/2021
Date